



To: All DWD Employees

From: Diana L. Gushrowski Interim Deputy Commissioner
Administration & Finance/ Controller

Date: May 1, 2004

Subj: DWD Policy 2003- 31
New Travel Regulations Implementation

Re: All Funding Sources Administered by DWD

Joseph E. Kernan, Governor
Alan D. Degner, Commissioner

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PURPOSE: The purpose of this communication is to share with staff the changes in the State of Indiana Travel Regulations and DWD review procedures. These procedures are to be used in conjunction with DWD Policy #2003-23 which provides a complete set of the State Travel Regulations. Our goal is to ensure that DWD travelers receive their full and appropriate reimbursement in accordance with the revised regulations. These regulation changes become effective May 1, 2004.

RESCISSIONS: None.

CONTENT: January 1, 2004, the State of Indiana updated the state's Travel Regulations and procedures. The most noticeable change to the regulations is found in Section 5-3, particularly paragraph (E). The following excerpt from the regulations should answer any questions.

"Payment of mileage with respect to State Travel shall be made in compliance with this mileage section. A State Traveler is entitled to payment of mileage under the following terms and conditions:

- (A) The mileage is incurred through the use of a private vehicle in accordance with this Circular;
- (B) The route or routes taken to and from the destination are the shortest and most cost effective, and use the appropriate points of departure and return;
- (C) Additional mileage, not to exceed 10% of the "Shortest Route" mileage, may be claimed when the usually traveled route entails the use of an interstate highway which is not "Shortest Route".
 - (1) The 10% additional mileage is a maximum deviation and not an automatic additional charge.
- (D) For In-State, mileages are to be computed from the current official State of Indiana Highway Map, but adjusted where appropriate; (i.e.; detours which must be documented on the travel voucher in order to claim mileage reimbursement)
- (E) If local mileage is to be claimed within a city complete addresses shall be documented on the travel voucher. (State Form 980).

- (F) For Out-of-State, the mileages are computed from a current reliable atlas.
- (G) Internet websites shortest route option may be utilized either in-state or out-of-state, as a tool, but in no case shall the mileage exceed the actual map mileage.”

Where the regulations refer to an Internet site, please use randmcnally.com for directions and mileage. Also, please be certain to select the “shortest type route.” This particular site was chosen, by State of Indiana Travel Management, because Rand McNally is a well-known creator of official maps, many of them maps of Indiana. Other sites, like MapQuest are not as well regarded or reliable and should only be used when an address cannot be found on the randmcnally.com site. In all cases, mileage should not exceed State of Indiana map miles.

Please note that Section 5-3, paragraph E now requires that complete addresses be entered on the Travel Voucher (State Form 980). This requirement eliminates the need for a Travel Log (State Form 39346). Therefore, its use is hereby rescinded. Discontinuing the Travel Log also eliminates one of the most frequent reasons for the need to return travel vouchers for corrections. Travel vouchers which still require correction, for any other reason, by the traveler will be returned to the immediate supervisor.

The Accounts Payable Section will edit and review all vouchers for compliance with the State Travel Regulations. Due to the large volume of travel vouchers, however, not every mileage entry will be checked by AP Staff. Rather, a representative sample will be reviewed. Therefore, supervisors play a key role in the processing of these vouchers and are responsible for reviewing the accuracy and consistency of the mileage being claimed, prior to submission to AP.

EFFECTIVE DATE: May 1, 2004

REVIEW DATE: May 1, 2006

ACTION: As mentioned above, travel vouchers are to be submitted in accordance with Section 5-3 of the State Travel Regulations. Supervisors must review, and approve via signature, the travel claimed by their employees. This approval verifies that the amounts claimed are accurate, consistent and compliant with the regulations. Questions regarding this communication may be addressed to Missy Wolfe, AP Assistant manager, at 317/233-6673, Michelle Spears, Travel Accountant, at 317/232-4242 or Pat Tweedy, AP Manager, at 317/232-7726.

OWNERSHIP: Accounts Payable

DLG/PLT/MW:mw